

### Question and Answer Document

Please submit your questions in the form below by the date and time established in the RFP.

#	RESPONDENT'S QUESTION	STATE'S RESPONSE
1	To help determine the administrative cost/time, can data be provided on the average number of youth that utilize this program each year? I know it will fluctuate, but a range or average would be helpful.	The average number of youth varies. The range is between 200 - 280 students.
3	If a student is no longer eligible due to not being in good standing, and their appeal is denied, can they reapply the next year? Or are they ineligible permanently?	Per the Education and Training Voucher & College Dorm Placement Service Standards under section D - Administration of the ETV Program / Funding, number 2, part a) ETV Appeals Process, "students have the ability to submit an appeal to reestablish funding for the following semester."
4	It says the provider will "implement and maintain an academic support program for youth at risk of failure", is there a face to face component required with the student? Or can this support be via phone?	Per the Education and Training Voucher & College Dorm Placement Per Diem RFP the respondent is to describe their ability to engage and maintain contact with ETV students. Please see Section 2.4 Technical Proposal of the RFP.
5	Is there any in person or face to face required time with each student?	Per the Education and Training Voucher & College Dorm Placement Per Diem RFP the respondent is to describe their ability to engage and maintain contact with ETV students. Please see Section 2.4 Technical Proposal of the RFP.
6	The provider is required to request and maintain documents from the student (example grades, attendance). What is the protocol for students who do not respond or submit the requested documents to the ETV provider?	Per the Education and Training Voucher & College Dorm Placement Per Diem RFP the respondent is to describe the application and eligibility process including timeline of application approvals, processing procedures and functions. Please see Section 2.4 Technical Proposal of the RFP.
7	Is the College Dorm Placement Per Diem meant as a \$25.27 maximum per student amount? Or is the ETV provider paid \$25.27 per day and must pay the dorm cost out of that per diem?	Per the Education and Training Voucher & College Dorm Placement Per Diem RFP section 2.5 Cost Proposal; 2.5.2 College Dorm Placement Per Diem DCS has allocated a per diem rate of \$25.27 per day for current foster youth who attend and reside in a college dorm placement.
8	Is the provider responsible to front the costs for the ETV program and submit for reimbursement to DCS? Ex - tuition. If so, what is the expected turnaround time for the reimbursement?	Yes, the provider is responsible for all expenses upfront to submit for reimbursement. To view the expected turnaround time, please review Attachment E - Sample Contract # 37, Payments and Fiscal Requirements, Section E.
9	If one provider is responsible for all of the students in the State, will other providers be utilized for the college support program? Or will only one provider be selected if they are able to provide all services: ETV, College Dorm Placement Per Diem, AND College Support.	Per the Education and Training Voucher & College Dorm Placement Per Diem RFP. The purpose of this RFP is to select no more than one vendor that can satisfy the State's need for the provision of the Education and Training Voucher program and administration of College Dorm Placement Per Diem across Indiana.
10	Since the number of participants can vary by year, what happens if the cost exceeds the amount that DCS allocated (\$1,500,000)? Would students be rejected after the cap has been met?	Per the DCS Education and Training Voucher (ETV) policy, the ETV Program is contingent upon available funding.
11	Attachment B- Business Proposal Template refers to a Transmittal Letter in section 2.3.8. Is this now the Executive Summary Letter?	Per the Education and Training Voucher & College Dorm Placement Per Diem RFP under section 2.1 General and 2.2 Executive Summary Letter, The transmittal letter must be in the form of a letter and address each component under Section 2.2.
12	How much can a contractor change in indirect costs?	See the instructions on Attachment D Cost Proposal Template.
13	What can be covered in indirect costs?	Accounting services or other non staffing cost specific to the improvement of the Education and Training Voucher and college dorm per diem process and requirements.
14	Attachment I- Federal Selected Disallowed Expenses, states that meals are unable to be paid through this contract. Can you please clarify? Can these expenses come out of the administrative costs?	Section 477(h)(2) of the Social Security Act (the Act) restricts funds under the voucher program to "education and training vouchers for youths who age out of foster care." Therefore, States may use voucher funds only to provide the vouchers and conduct administrative activities necessary to provide the vouchers. No, meals cannot come out of administrative cost.

15	What percentage of the dorm funds can be used for administrative costs?	The administrative percentage is 10%.
16	The last few contracts have included non-ETV Chafee dollars to provide meeting stipends and Catalyst Summer stipends to young people. Should this cost go in the College Support Program tab on the Attachment D?	Yes, indicate the cost under the college support program tab on Attachment D Cost Proposal.
17	What is the max amount of funds that can be requested for the college support program?	The Department does not have a maximum amount for the college support program.
18	Should the Catalyst Summer Bridge Program go in the College Support Program budget?	Yes, indicate the cost under the college support program tab on Attachment D Cost Proposal
19	What percentage of the ETV funds can be used for administrative costs?	The administrative percentage is 10%.
20	Should the College Support Program come out of the 1.5 million for ETV?	No, college support program cost come from the regular Chafee program funds authorized under section 477(h)(1) of the Act Social Security Act to support these and other activities not allowable under the Educational and Training Voucher program.
21	In past years the ETV budget was 2 million. Can you explain the reduction to 1.5 million?	In the ETV and College Dorm Per Diem RFP, section 2.5 Cost Proposal under 2.51 Education and Training Voucher Program, the language states DCS <u>has</u> allocated and estimated total amount of \$1,500,000.00 for the federal fiscal year, which indicates the minimal amount DCS <u>has</u> allocated. The amount is based on the States (DCS) federal allocated amount.